



DEPARTMENT OF VETERANS AFFAIRS
VA Medical Center
Human Resources Management (05)
921 NE 13th St
Oklahoma City, OK 73104-5028
(405) 270-5127

In Reply Refer To: 63 5/05

Dear

NOTICE: This is your 30 Day Specific Notice.

1. On September 15th, 1986, the President signed Executive Order 12564, Drug-Free Federal Workplace, establishing a policy against the use of illegal drugs by Federal employees, whether on or off duty. In accordance with the Executive Order, VA has established a Drug-Free Workplace Program to include random testing for the use of illegal drugs by employees in sensitive positions.

2. This is to notify you that your position is sensitive as defined in Section 7(d) of the Executive Order and has been designated as a testing designated position*; and therefore, you will be subject to random drug testing. The testing procedures, including the collection of a urine specimen, will be conducted in accordance with the Department of Health and Human Services (HHS) Guidelines for Drug testing Programs. Random testing will begin no sooner than 30 days from the date you receive this notice.

If you believe that your position has been wrongly designated as a testing designated position (TDP), you may file an administrative appeal through channels to the Deputy Assistant Secretary (DAS) for Human Resources Management. Your appeal must be submitted in writing, within 15 days of receipt of this notification. Your appeal should include all relevant information in support of your belief. The assistant Secretary for Human Resources and Administration shall decide all appeals, using the criteria applied in designating the position as TDP. That decision is final and is not subject to further administrative review.

3. You can be assured that the quality of the testing procedures is tightly controlled, that the test used to confirm use of illegal drugs is highly reliable and that the test results will be handled maximum respect for individual confidentiality, consistent with safety and security.

4. As an employee subject to random drug testing you should be aware of the following:

a. Counseling and rehabilitation assistance will continue to be available to all employees through existing Employee Assistance Programs (EAP) at VA facilities. For Oklahoma City VA Medical Center employees, contact Dr. William Leber, EAP Coordinator, at (405) 456-5168 or at extension 63140 from within the facility.

b. You will be given the opportunity to submit supplemental medical documentation for lawful use of an otherwise illegal drug to a Medical Review Officer.

c. VA will initiate action to discipline any employee who is found to use illegal drugs on the basis of a verified positive drug test. VA will not initiate any disciplinary action against an employee who voluntarily identifies himself or herself as a user of illegal drugs prior to being notified of a scheduled drug test, obtains counseling or rehabilitation, and thereafter refrains from using illegal drugs.

d. Removal action will be initiated against an employee who is found to use illegal drugs and who refuses to obtain counseling or rehabilitation through an Employee Assistance Program.

e. You have the opportunity to voluntarily identify yourself as a user of illegal drugs willing to receive counseling or rehabilitation, in accordance with paragraph 4c of this notice, in which case no disciplinary action will be taken.

f. An employee found to use illegal drugs will be referred to VA Employee Assistance Programs. Such referral, however, does not preclude institution of disciplinary proceedings.

g. VA will initiate action to remove from service an employee who is found to use illegal drugs a second time.

h. An employee found to use illegal drugs will not be allowed to remain on duty in a sensitive position prior to successful completion of rehabilitation through and EAP. However, as part of an EAP, the authorized VA official may, in his/her discretion, allow an employee to return to duty in a sensitive position if it is determined that this action would not pose a danger to public health or safety or national security.

i. Disciplinary action, up to and including removal, will be initiated against an employee who refuses to be tested.

5. You may contact Kyle Inhofe, Chief, Human Resources Management, at (405) 456-5157 or at extension 65157 from with the facility for additional information regarding the VA Drug -Free Workplace Program

Please contact any of your Human Resources Management Services staff if you have any questions during your employment with us.

Sincerely yours,



KYLE INHOFE
Chief, Human Resources Management

Department of Veterans Affairs, VA Medical Center, Oklahoma City, Oklahoma, Acknowledgement of Notice of Employee Whose Position is Designated Sensitive for Drug Testing Purposes.

I acknowledge receiving and reading the notice which states that my position has been designated for random drug testing, and that refusal to submit to testing will result in initiation of disciplinary action, up to and including removal.

Signature

Date